

PENYFFORDD COMMUNITY COUNCIL

Minutes of the (Zoom) Virtual Meeting held on Wednesday 14th April 2021

Present by Video: Councillors Mr R Bestwick (Chairman), Mr M Rothero, Mr J Priddin, Ms C Hinds, Mr D Williams, Mr D Walker, Mr P Blackman, Mr R Wakelam, Mrs P Ransome, Mr S Saxon, Mr A Ibbotson, Mr T Evans and Mr I Challinor. Yasmin Hewitt – Youth Representative

Also Present Mrs S Hughes, Clerk & RFO to the Council

Due to the death of Prince Philip on the 9th April 2021, the Chairman requested members to hold a minute's silence.

213. **Declaration of Acceptance of Office**

FCC Elections received four nominations for the four vacancies and therefore the results of the Uncontested Elections were Mr Steve Saxon, Mr Alasdair Ibbotson, Mr Tom Evans and Mr Ian Challinor.

An informal introduction meeting was held on Monday and the Chairman now formally welcomed the new four members.

RESOLVED: the aforementioned have completed and signed the Declaration of Acceptance of Office in the presence of the Clerk/Proper Officer.

214. **Apologies**

Cllr A Ibbotson has submitted his apologies as he would be late to the meeting.

215. **To receive any Declarations of Interest – Members Code of Conduct**

There were no Declarations of Interest received.

216. **To receive and approve the Minutes of the Ordinary meetings held on 10th March 2021**

Cllr Walker stated that he did in fact leave the meeting at approx. 6.50pm due to technical issues.

RESOLVED: noting the above amendment, these were approved as a correct record and in accordance with guidance from the Internal Auditor will be formally signed by the Chairman by way of an electronic signature.

217. **To review and report on any Matters Arising from the previous meetings.**

Min 195/Min178. A follow up email has been sent to Jack Sargeant with regard to arrange a meeting with Neil Hemmington – no response received to date.

Min 212. CCTV – the contractors have been requested to review the Millstone camera and have been liaising with Cllr Williams due to the clerks annual leave. The camera needed a software update which is being done via usb and will then be updated to the unit.

Bus shelter repairs – FCC have advised that site visits have been postponed due to covid, however, as restrictions are now lifting they will arrange to review the damage and required repairs.

Cllr Profiles – all members have been asked to provide a brief report to the clerk.

218. Public Questions

There were four public questions received by email:

1. Christmas Lights – query why the majority of the lights were in Penymynydd and would like to see more in Penyffordd (Corwen Road towards the Red Lion and up the Vounog). The Clerk has responded to the resident. Cllr Bestwick also commented that consideration has to be made to the structure of the street light columns and a number of columns on Corwen Road are not suitable to hold the lighting.
RESOLVED: the clerk will inform the resident of the structure consideration of installing bracket lighting.
2. Dog Fouling – a request for the community council to introduce stronger measures to prevent this from happening and more visible signage?
Cllr Williams advised that he has already been in communication with FCC Enforcement who will be arranging a site meeting to view the ‘hotspot’ areas.
RESOLVED: a site meeting will be held with FCC Enforcement to review the ‘hotspot’ areas and in the meantime the council will source a further 5 x cans of yellow spray for Cllrs Rothero, Blackman, Wakelam, Challinor and Miss Hewitt to spray and highlight.
3. Speeding on Vounog Hill – the resident did raise this to the council the end of last year and the council did request FCC to undertake a speed survey, however, due to the covid restrictions and schools not being fully reopen (therefore not a true reflection of volume of traffic) no speed surveys were being undertaken. Now restrictions are being lifted, FCC have confirmed that speed surveys will be held next week for Vounog Hill, Corwen Road, Rhos Road and Chester Road (Dobshill). Cllr Ransome also suggested collating additional evidence of these speeding issue to support the results from the speed survey and to present to FCC.
RESOLVED: once the results of the survey are received the council can at that time consider what appropriate action they are able to take.
4. Support to the Council – a resident has contacted the council to offer her services in supporting the council where appropriate. This was a very welcomed email and the council were very appreciative as there are a number of projects for 2021. Cllr Bestwick suggested that as a review of the Community Place Plan was to be discussed later in the agenda, this could be an ideal project for her involvement.
RESOLVED: given the current ongoing project the clerk will ascertain if there is a specific project of interest and invite her to participate in the review of the Community Place Plan.

219. Planning Applications

a) To report and consider the following planning applications received from Flintshire County Council:

- i. [Ref: 062643](#). Erection of a Rear and Front Single Storey Extensions. 14 West View, Penyffordd.
- ii. [Ref: 062625](#). Erection of a Single storey extension & porch. 6 Priory Close, Penyffordd.
- iii. [Ref: 062650](#). Erection of a Two storey extension to the side of the house. Garage area on the ground floor and a bedroom extension with on suite on the first floor. 92 Vounog Hill, Penyffordd.
- iv. [Ref: 062648](#). Proposed 2 Storey Extension to the Rear of the Property. Ground Floor Playroom/Lift-Shaft, First Floor Level Access Shower Facility/Lift- Shaft. 1 Ferndale Close, Penymynydd.
- v. [Ref: 062475](#). New porch and rear extension. 1 Pine Way, Penyffordd.
- vi. [Ref: 062692](#). Proposed Single Storey Extension to provide additional Preparation space for Butchers shop. Baker and Roberts Craft Butchers 2 Silver Birch Way, Penyffordd.

No objections to all of the above planning applications, but the council requests that any concerns of local residents be forwarded to the council for consideration. The council reserves the right to make further comments should any issues or concerns be raised. Provided the proposal does not negatively impact on neighbours or local environment, streetscene etc and complies with all relevant policy, they will be happy for a delegated decision.

RESOLVED: the above comments will be submitted to Flintshire County Council.

b) The following Notifications of Planning Decisions made by Flintshire County Council were received:

- i. [Ref: 062033](#): Proposed Menage. New Road Farm, New Road, Dobshill. **Approved**
- ii. [Ref: 062351](#): Erection of a side and porch extension. 30 Min Y Ddol, Penyffordd. **Approved**
- iii. [Ref: 062281](#): Proposed Ground Floor Extension & Alterations. 1 Hope View, Abbotts Lane, Penyffordd. **Approved**

- iv. [Ref: 062337](#): Existing outrigger to rear to be removed. Proposed replacement rear extension and new side extension to utility. 30 Green Meadow Rise, Penymynydd. **Approved**
 - v. [Ref: 062382](#): Erection of two-storey & single-storey rear extension. 1 Rhos Road, Penyffordd. **Approved**
- c) Ongoing development, planning applications or appeals:

Cllr Bestwick reported that he together with Cllrs Williams, Hinds and Ransome has attended the first LDP Hearing earlier in the day. The main concern is speculative planning and speculative candidate sites which developers are trying to get included within the LDP. The council are supportive of the LDP, which is long overdue and to prevent speculative planning.

****7.10pm** Cllr Ibbotson arrived

Cllr Williams explained that under the UDP the planned growth for the village was 8-15%, however, the community has seen a growth of approx. 35%! He requested that a copy of the council's original response to the LDP be circulated to all members for information.

RESOLVED: a copy of the council's response to the LDP will be circulated to all members.

220. **To Receive the Monthly County Councillors Report**

Cty Cllr Hinds circulated a written report which included recycling, FCC celebrating their 25th Anniversary and praised the work of Social Services and the Review of Protocol for Meeting Contractors. Cty Cllr Williams provided a verbal report and supported the comments of Cty Cllr Hinds. He added that he is experiencing some difficulty with Housing and Planning regarding certain matters.

221. **Drainage Issues**

Cllr Bestwick reported that members had attended very productive meetings with Welsh Water (a site meeting and a virtual meeting). Key points:

- Welsh Water have got improvement plans which will assist with the current surcharge issues (Chester Road near chip shop)
- Improvements to the combined sewers on Alyn Drive
- Welsh Water will be looking to undertake community engagement and visit local schools regarding education of how and what causes block drains (nappies, wipes, fat etc) which is an issue within Penyffordd.

Also a meeting has been organised with FCC and Welsh Water for Tuesday 20th April to review and discuss ongoing and outstanding maintenance/work, clearing gullies etc.

The drains for the new Rhos Road development will be connected through an easement agreement via the play area on Plas yn Rhos. FCC will receive £72k which will be allocated to the FCC Capital Investment and the community council have been advised that they will be able to make a capital funding grant application for a specific project (although there is no guarantee of being successful).

Clarification has been received on the 185 Redrow Home drainage. All foul drainage is through a connection in Kent Close. Redrow and FCC have undertaken a service water diversion project to take surface water off the old school building to free up capacity in the combined sewer.

222. **Millstone Play Area – Skate Ramps**

- a) Unfortunately, the council have been unsuccessful in the Land Fill Grant application. Miss Hewitt advised that an application can be made to the Co-op for a £250 grant. Cllr Bestwick suggested that before the council makes an application to the Public Loans Board that an application could be made to FCC Capital Investment (as mentioned above).
- b) Due to the potential cost of this project the council will be required to go to tender and Cllr Bestwick has prepared the specification and tender pack.

Cllr Wakelam suggested the installation of a pump track (similar to Treuddyn). This was supported as a consideration possibly utilising the excavated materials.

RESOLVED:

- a) Miss Hewitt will submit a grant application to the Co-op on behalf of the council. Once the tenders have been received, the council will then make a grant application to the FCC Capital Investment.
- b) Incorporated within the tender specification will be the request for two quotes, one of which will also include the installation of a pump track. Cllr Bestwick and the Clerk will make arrangement to formally advertise the Tender in the local newspaper and also promote on social media.

**7.50pm Miss Hewitt left the meeting.

223. Play Areas

- a) Melwood Close – works on the drainage on path has been delayed due to weather and is now due to commence 19th April. The majority of these costs will be funded through a grant from FCC. Two designs and quotes have been received and are still awaiting the third.
- b) Dobshill – Cllr Williams advised he has spoken with FCC Housing who are contacting the developer regarding the installation of the gate. No quote has been received to date for the hedge/fencing repairs.
- c) Westview – installation of the new equipment is due to commence the first week in May. Cllr Williams advised he had been contacted by a resident expressing concerns of these improvements, however, he has also received a number of positive comments. Cllr Ransome stated that the council had liaised with the local residents during the planning process of these improvements.

RESOLVED:

- a) A summary of all three quotes will be prepared for the council to consider at the May meeting.
- b) Cllr Williams will continue to pursue FCC Housing and will also follow up on obtaining a quote for the hedge/fence repairs.
- c) The report was received and noted.

224. Environment Working Group

- a) The Environment Working Group met on Monday 29th March and a copy of the notes were circulated.
- b) Memorial Garden Project.
 - i. Legal ownership of the land – Paul Brockley, FCC has confirmed that this land, together with the land in which the clock sits, is in ownership of FCC Highways and the council will need to seek their permission.
 - ii. Cllr Bestwick reported that a local architect has been appointed to prepare the plans and artist impression which will be required for the planning application.
 - iii. Cllr Williams is liaising with Planning Officer James Beattie regarding the required planning application.
- c) West View Wildlife Garden.
 - i. The solicitor has reviewed the lease and provided a report which was provided to all members, this resulted in additional questions being submitted to FCC. Their response together with the third draft of the lease was received just in advance of the meeting. A copy of these documents will be provided to all members and the solicitor.
 - ii. Cllr Bestwick advised that he is obtaining advice and quotes for the removal of brambles etc and ongoing maintenance. It has also been suggested that a tree survey should be undertaken. Cllr Ransome suggested that some of this work could be included as part of a community project.
- d) FLVC Best Kept Communities Competition 2021 - due to covid they have had to put this year's competition on hold until such time as the regulations are eased. FLVC are asking should matters change whether the council would be in a position to enter if they are able to proceed in July? The council supports this competition and will enter should it be held this year.
- e) Bin Replacement Scheme – Cllr Bestwick has been liaising with Ian Williams FCC regarding a joint scheme. It has been initially identified that there are four specific bins which are in a very poor state and require replacing. The cost per bin will be £300, with a 50% contribution by the council and 50% by FCC. Cllr Wakelam advised that Hanson may be able to provide additional bins.

Cllr Hinds reported that she has contacted Redrow and Ian Williams regarding bins for Chester Road.

Cllr Blackman asked whether council logos could be put on these bins?

RESOLVED:

- a) The report was received and noted.
- b) The council will prepare as required the appropriate Planning Application together with requesting permission from FCC Highways.
- c) A copy of FCC's response and copy of the third draft of the lease will be circulated to all members and the solicitor. Should all parties be in agreement, as per resolution 199(c) Cllrs Bestwick, Rothero and the Clerk will formally sign the lease.
- d) Should the Best Kept Community Competition be held this year, the council will be entering.
- e) The council approved the joint funding with FCC for the initial 4x bins. Cllr Wakelam will make enquires as to whether Hanson can supply additional bins and Cllr Hinds will continue to liaise with Redrow and IW for bins on Chester Road. Miss Hewitt will be asked to make enquires as to whether the Co-op would provide a bin for near the bus stop o/s the Millstone play area.

225. Community Facilities

- a) Youth Club (Community Hwb) – Cllr Williams reported very good progress is being made, and a very good response received from the survey. A meeting with the consultant was held last week to review designs.
- b) Community Changing Rooms/Portacabins – Cllr Williams reported that easement agreement has been approved and awaiting written confirmation. Stone will be laid in front of the cabins to tidy up the area, permission was granted from FCC and the school. As the easement agreement has been made he is now in a position to gather costings for the sewer and water groundworks. An electrician has been to survey the work and will be submitting a quote.

Cllr Saxon reported that Team Red are now involved to assist with fundraising and have a couple of events planned.

Cllr Blackman questioned whether progress has been made on the formation of the Management Committee? Cllr Williams advised that this was postponed due to the current demands on the school and he will try to ascertain when they will be able to commence initial talks.

- c) Old School Site – Cllr Williams shared the prepared scale drawings of suggestions for consideration for the use of the old school site which includes, open space, housing (bungalows) and retail.

Cllr Hinds commented that FCC needs to provide a footprint of the exact land they will be allocating as open space to the community.

Cllr Ibbotson commented that consideration would have to be made on the type of housing with this potentially be located in close proximity to where the annual bonfire and carnival are held and also any retail should be accessed via Chester Road.

Cllr Blackman wishes to ensure protection of the existing mature trees.

RESOLVED:

- a) The report was received and noted.
- b) Cllr Williams will liaise with the school to ascertain availability to commence talks on the formation of the Management Committee.
- c) In principle the council support the requirement of open space, housing and retail. The Environment Group will explore the potential options further together with an architect to prepare drawings and artists impressions.

226. Issues Raised with Flintshire County Council

The Chairman requested for a log to be created to track issues reported to FCC and ensure they are followed up and responded to. He requested that if members have any issues for these to be passed onto the clerk and they will then be reviewed monthly.

RESOLVED: a FCC Issue Log will be created and members are to forward to the clerk any issues to be recorded. This will be included as a monthly agenda item.

227. The Local Government and Elections (Wales) Act 2021 for Community & Town Councils

This legislation does have implications for the Council (with key points listed below), with varying dates for specific provisions and the clerk provided members with two documents for information: 1) Summary of key provisions of the Local Government and Elections (Wales) Act 2021 for the Community and Town Council Sector and 2) Partnership Council for Wales (1 March 2021) Local Government and Elections (Wales) Act – commencement, implementation and guidance.

1st May 2021

Access to meetings - The Act makes it easier for meetings to take place through a variety of arrangements, including multi-location meetings where all individuals are attending virtually and hybrid meetings - where a number of individuals are attending in person at a designated location and others are attending virtually from a range of other locations. The Act makes permanent provision for remote meetings (multi-location) and electronic publication of documents, currently provided through The Local Authorities, (Coronavirus) (Meetings) (Wales), Regulations 2020 Act and it is intended to have effect from 1 May 2021 to dovetail with the expiry of The Local Authorities, (Coronavirus) (Meetings) (Wales), 2020 Regulations.

The electronic publication of documents extends to include making available key information as soon as reasonably practicable, and within seven working days of the community council meeting taking place, and must include: the names of members who attended; apologies for absence; declarations of interest; any decisions taken and the outcome of any votes. This would not apply to any decisions taken in private, or where disclosure of the information would be contrary to any enactment.

April 2022

Community Council Annual Reports - Community councils will have a duty to prepare and publish a report about the council's priorities, activities and achievements. The first report must relate to the financial April 2021-March 2022 and be published as soon as reasonably practicable after April 2022.

5th May 2022

General Power of Competence - The Act provides eligible community councils with a general power of competence, with the aim of bringing about more effective, capable and innovative local government (there are certain conditions the council must meet in order to have GPOC).

Participation - people presiding over community and town council meetings that are open to the public must give members of the public in attendance reasonable opportunity to make representation about any business being discussed at the meeting, unless this is likely to prejudice the effective conduct of the meeting.

Training of members and staff of community councils - Community and town councils will have a duty to consider training for councillors and community council staff, and publish the first training plans by November 2022. It is not the intention to ensure that each and every councillor necessarily receives training on the same subjects but to seek to bring about a situation where the councillors as a group, and the staff collectively, possess the knowledge and awareness they need to operate effectively.

RESOLVED: the report and information was received and noted and appropriate actions will be taken for the specific provisions.

228. Community Place Plan

To ensure that the Community Place Plan is updated and relevant, it was proposed that the council appoint Alan Wight of Cascade Productions Ltd to undertake a full review and prepare a revised draft. Mr Wight had in fact prepared the current Place Plan which is why it was considered he was best placed to undertake the update. Cllr Bestwick advised he had made enquires of what the review would entail:

- An online questionnaire
- 2000 printed versions
- Analysis and summary of results
- 2x meetings with the council and/or Working Group

- Create both PDF and website version of approved place plan

Cllr Bestwick proposed to appoint Cascade Productions Ltd and to allocate a budget of upto £3000.

RESOLVED: the above proposal was agreed. Cllrs Priddin, Blackman, Ibbotson, Ransome, Hinds, Saxon and Rothero will form the Place Plane Working Group with Cllr Rothero as Chair. Resident Mrs Lythall will also be invited to join the Working Group.

229. **NHS, Social Care & Frontline Workers Day – 5th July**

The council considered the communication from OVW and discussed various options, however, it was proposed to form a small Working Group to finalise a proposal for the council to consider. Cllr Walker advised that he will make arrangements for the ringing of the church bells.

RESOLVED: a Working Group of Cllrs Hinds, Ransome, Wakelam and Saxon will make further enquires and prepare a proposal for the council to consider at the May meeting. The Clerk will also make enquiries regarding the legalities of providing funding for any proposal. Cllr Walker will arrange for the ringing of the church bells.

230. **Anti Social Behaviour & New PCSO's**

Cllr Hinds advised that she had received a number of ASB reports from residents and although she has attempted on numerous times to contact the new PCSO's, no response has been received.

Cllr Williams reported that he met the new PCSO's with Cllrs Bestwick and Walker at the weekend to review the areas. He will be preparing a map of 'hot spots' to assist the PCSO's and will circulate to members for additional comments. The police have commented that quite often they will receive reports but when they follow this up residents back down and don't wish to pursue any further.

PCSO 4406 Adelina Olaru Tel: 07814075613

Adelina.Olaru@nthwales.pnn.police.uk

PCSO 3492 Maisie Prytherch Tel: 07974243307

Maisie.Prytherch@nthwales.pnn.police.uk

PCSO 2926 Dan Hughes (floater) Tel:07896 172979

Dan.Hughes@nthwales.pnn.police.uk

RESOLVED: Cllr Williams will prepare a map of the 'hot spots' which will be circulated to all members for any additional comments. This will then be forwarded to the police.

231. **Covid19**

Cllr Wakelam asked whether the NHS 'Thank You' banners could be replaced? Cllr Saxon suggested rather than replacement banners could the council consider a more permanent fixture that potentially could be placed within the memorial garden?

RESOLVED: a permanent fixture will be considered within the memorial garden.

232. **Year End Budget Review**

a) The Clerk provided the Council with copies of the Year End Budget Review, summary, budget monitoring report and bank reconciliation (Appendix A). These documents were reviewed by the Council and the Clerk asked whether there were any questions or concerns. Cllr Ransome questioned whether there are any consequences to having such a high year end balance or limits? The Clerk advised that the only reason for such a high balance was due to the councils underspend due to covid and that there are reserves for specific projects which can be clearly explained and justified to the Auditor.

b) In order to meet the requirements of the financial regulations and internet banking, it is necessary for a programme of regular checks of standing data with suppliers to be followed. In accordance with advice from the Internal Auditor, this can be done electronically.

c) The Clerk informed the Council that the Internal Audit had been prepared and would be submitted on Thursday 22nd April and returned Thursday 29th April.

RESOLVED:

- a) The Council approved the above which was authorised by a member of the Council other than the Chairman.
- b) Cllr Challinor will make a selection of invoices and the Clerk will provide copies of invoices and payment receipts to be certified as correct.
- c) The report was received and noted.

233. Bank Balances and Accounts for Payment

Bank Balances	Current £39,013.61	Deposit £114,825.60	Play Area £9,797.70
Payments Received			
10/03/2021 – 13/4/2021		13x Sponsor a Tree Payments	£630.00
Bank Transfers			
19/03/2021	Deposit Acc	To Current Acc	£10,000.00
Unpresented Cheques/Payments			
102221	Poppy Appeal	Poppy Wreath 2019	£50.00
102222	Poppy Appeal	Poppy Wreath 2020	£50.00
Accounts for Payment			
<u>Payee</u>	<u>Details</u>		<u>Amount</u>
Bryn Build	*Final Invoice (8) - WMI Project - retention sum		£3,428.21
Hafren Dyfrdwy	*Water Connection - Abbots Lane Changing Rooms		£502.04
One Voice Wales	Annual Membership		£663.00
Flintshire County Council	Street light Repairs (Pym Road) Feb 21		£305.05
Cascade	Community Information Newsletter Leaflet		£288.00
Flintshire County Council	**17 Replacement Street Light Columns (not inc commuted sum)		£21,250.00
WBRUA	Annual Membership		£25.00
Printcentre Wales Ltd	Newsletter Printing		£53.00
Printcentre Wales Ltd	Circular Walk 3 -4 & Comm Info Leaflet		£238.00
Staffing Costs	Mar-21		£2,598.61
Mrs S Hughes	Stationery, Travel, General Admin etc		£35.05
Compacc Complete Accountancy	Filing of P11D		£35.00
Microshade Business Consult Ltd	Annual Fee for IT Services and DPO Services		£699.60
CD Building Designs	Drawing for Memorial Garden		£500.00
SLCC	SLCC/OVW Joint Conference. (Bestwick & Hughes)		£108.00
Pottles Premier Plants	Sponsor a Tree - Plants/trees etc		£831.18

RESOLVED: The above accounts be approved and will be processed for payment. In usual times the payment schedule would be formally signed by the Chairman of Finance and/or the Chairman of the Council and countersigned by two bank signatories, however, in accordance with guidance from the Internal Auditor as the Accounts for Payments are approved at the meeting and itemised within the minutes this will be accepted during the constraints of virtual meetings.

234. Correspondence

The following correspondence was received and noted.

- OVW & Planning Aid Wales Training
- An email from a local resident expressing thanks for the circular walks leaflets. The leaflets are so well laid out and informative and he would like to thank whoever produced them.
- An email from a future resident purchasing a Redrow Home asking for the council's permission to come and visit the site. The Clerk responded to advise that the council does not have this authority and suggested reviewing the government guidelines as there may be flexibility for house buying.
- The Good Councillors Guide to Cyber Security (emailed to members 12.03.2021)
- Information from OVW/NRW - Countryside Code wording briefing. (emailed to members 22.3.21)

- An email from Iwan Jones – Flintshire South Inspector (emailed to members 22.03.21)
- WBRUA – Newsletter (emailed to members 01.04.2021)
- Welsh Government – Climate Change Newsletter – March 2021 (emailed to members 01.04.2021)
- Letter from Audit Wales – they have decided to defer the introduction of the new arrangements for one year. The new arrangements will therefore apply for the audit of the 2021-22 accounts.
- An invitation for one member from the IRPW regarding the review of the remuneration framework for Community and Town Councils (Group B Council's) Thursday 29th April 10.00 – 12.00. Cllr Wakelam expressed an interest in attending but was not available on that day.
RESOLVED: the Clerk will check dates of the other scheduled meetings and liaise with Cllr Wakelam.

235. **Members Items/Future Agenda Items**

- Cllr Priddin asked whether Christmas trees had been purchased. Cllr Williams advised they hadn't as they need to be planted October/November.
- Cllr Blackman has been informed that apparently some residents of the new housing at Dobshill have had to temporarily leave their properties due to oil/diesel issues.
RESOLVED: Cllr Hinds will make further investigations with FCC Housing.
- Cllr Wakelam reported that the traffic lights on Corwen Road are still excessively bright and blinding and requires adjustment. The Clerk advised this has previously been reported to FCC.
RESOLVED: the Clerk will again report this to FCC and it will be included on the FCC Issue Log.
Cllr Wakelam also reported that update Defib Location signs have been installed and offered to produce a number of Defib Location posters for local shops. Cllr Saxon also suggested the use of local social media groups.
- Cllr Hinds reported that the bench in the allotments have been damaged and questioned whether the CCTV may have captured this area? Cllr Bestwick advised that the police would need to be informed of a date and time frame for the footage to be reviewed.
- Cllr Williams reported of a Minor Authority Governor vacancy at St Johns School which as Cty Cllrs both Cllr Williams and Hinds have to appoint. If members are aware of anyone that would be interested please contact them directly.
The Sponsor a Tree Scheme has been very well received this year again with only one tree remaining.

The meeting commenced at 6.30pm and closed at 10.00pm

Chair.....12th May 2021

Year End Budget Review 31 March 2021

As can be seen from the figures overleaf the Council's precept for 2020/2021 was £98374. Receipts for the current year together with the balance brought forward from 2019/2020 have amounted to £407,545.30

The balance and receipts are higher than usual due to the following:

• Balance carried forward included the S106 payment	£133,000
• Street Lighting Improvements	£23,719
• Match Funding for Melwood Play Area	£35,000
• Match Funding for West View Play Area	£10,000
• Sponsor a Tree Project	£430

Expenditure this year amounted to £244,328.139 which is significantly higher than previous years due to the commencement of the WMI Refurbishment Project, leaving a year-end balance of £163,216.91.

Below is a brief explanation as to the main reasons why there are over or under spends on the budget headings, the main issue being projects etc being delayed/cancelled due to the covid19 pandemic.

- 1.2 Minimal Playscheme provision due to covid19.
- 1.5 Improvements to Melwood Play Area (£35,000) have not been undertaken due to drainage issues, which hopefully should be resolved for 2021/22. £10,000 has not been spent but allocated to Westview and/or Dobshill play areas.
- 1.6 No major improvements undertaken at the Millstone. Money is held as a contingency for the Millstone Play Area as this is a community council facility and are responsible for all works and repairs
- 1.11 Over budget due to a replacement CCTV camera, however a claim was made against the insurance.
- 1.12 No major environmental projects due to covid.
- 2.1 There is an overspend in staff costs due to overtime hours undertaken by the Clerk.
- 2.3 An underspend on pension contributions as only one employee is currently in the scheme.
- 2.17 Minimal paid training was undertaken during 2020/21.
- 2.18 The work required to upgrade the website to ensure accessibility regulations was met was not as significant as initially quoted.
- 2.22 The Community Awards unfortunately did not take place during 2020/21.
- 3.3 Significantly under budget, however, FCC have commenced the upgrade improvements and the council are awaiting a report and invoice.
- 3.4 No additional Christmas lights were purchased.
- 4.3 This was a new budget heading and due to covid was not utilised.
- 5.2 Not utilised due to covid.
- 6.0 The project has been delayed due to covid.
- 7.0 Again planned projects delayed due to covid.
- 10.1 Shows as an overspend, however, this figure does include VAT which will be reclaimed.
- 10.2 S106 funds held in reserves for the Community Centre – project delayed due to covid.

Although the Year End balance is £163,216.91 there are reserves included in this figure which totals £115,331.29.

Street Lighting from 2015-2021	£32,314.23	Project commenced and invoice due early 2021/22
Melwood Close Play Area Improvements	£35,000.00	Project commenced and invoice due early 2021/22
Millstone Play Area Improvements	£9,797.00	Due to this being a community council facility, a balance will be held as a contingency for repairs, maintenance and improvements. Some funding will be utilised for the skate ramp improvements
National Loto Grant - Millstone Skate Ramps	£9,999.00	Further funding required and will be an ongoing project
Best Kept Prize Money (Meadow Rise)	£100.00	Awaiting approval from FCC Housing to install a bench.
Portacabin (Comm Facility)	£133.06	Project recommenced and and invoice due early 2021/22
S106 Money Youth Club	£7,000.00	Results from the survey should be received in the first quarter where the council will then be able to finalise plans and confirm funding.
Sponsor a Tree payments	£930.00	Invoice due early 2021/22
COVID 19 Support Fund	£58.00	
2019/20 Match Funding (West View)	£20,000.00	Project commenced and invoice due early 2021/22

Once the reserved sum is deducted from the year-end balance it will leave the Council with a net balance of £47,885.62 which is actually higher than predicted.

The Council will be submitting a VAT Claim for 2020/21 of £32,100.44.

Note:

Penyffordd Community Council's accounts are produced on a Receipts and Payments basis which requires the council only to consider their actual bank and cash transactions during the year. This falls under the threshold of a value of annual income and expenditure up to £200,000.

The Council are aware of that the Regulations set thresholds to determine the form of accounts that local councils must keep. These are based on the council's income and expenditure (whichever is the higher). The requirements on individual councils change once the council has exceeded or fallen below, the threshold for three consecutive years.

- 2018/19 was the first year that the councils accounts have exceeded £200,000.
- 2019/20 bank balances were in excess of £200,000 although the income/expenditure did not exceed £200,000.
- 2020/21 the councils expenditure did exceed £200,000.

Penyffordd Community Council - Summary Accounts
2020 - 21 Financial Year

Income

	Actual	Anticipated	Difference
Precept	98,374.00	98,374.00	0.00
Bank Interest	113.45	500.00	-386.55
Refunds/Other	2,681.25	0.00	2,681.25
Grants/Funds(Play Area)	19,999.00	10,000.00	9,999.00
Sponsor a Tree	470.00	0.00	470.00
WMI Refurb	0.00	0.00	0.00
VAT Refund	18,304.48	18,304.48	0.00
Total	139,942.18	127,178.48	12,763.70

Expenditure

	Actual	Agreed Spend	Balance
Parks & Open Spaces	9,332.31	72,006.70	62,674.39
General Admin etc	8,380.71	15,950.00	7,569.29
Office Costs	1,392.17	1,210.00	-182.17
Staffing Costs (wages, hmrc, pension)	28,008.94	29,050.00	1,041.06
Street Lighting (inc Christmas Lights)	7,073.78	43,819.60	36,745.82
Highways & Footpaths	476.09	2,450.00	1,973.91
Grants	2,750.00	4,300.00	1,550.00
Investing in Youth	0.00	5,000.00	5,000.00
Provision of Balances	1,234.78	5,100.00	3,865.22
Community Buildings	14,149.68	19,000.00	4,850.32
Community Improvements	2,682.05	8,153.31	5,471.26
S106 Money	168,847.88	144,324.79	-24,523.09
Total	244,328.39	350,364.40	106,036.01

Note: the above agreed spend includes all the reserved funds carried over (details on budget summary)

Current Summary

Balance c/f as at 31 March 2020	267,603.12
(+)Income Receipts for 2020/21	139,942.18
(-)Total Expenditure for 2020/21	244,328.39
Gross Balance as at 31st March 2021	163,216.91
Current	£39,515.65
Deposit	£114,505.60
Millstone Play Area	£9,797.70
Reserved - Street Lighting from 2015-2021	32,314.23
Reserved - Melwood Close Play Area Improvements	35,000.00
Reserved - Millstone Play Area Improvements	9,797.00
Reserved - Best Kept Prize Money (Meadow Rise)	100.00
Reserved - Portacabin (Comm Facility) which will be reclaimed vat	133.06
Reserved - S106 Money - WMI Refurb	0.00
Reserved - S106 Money Youth Club	7,000.00
Reserved - Sponsor a Tree payments	930.00
Reserved for COVID 19 Support Fund	58.00
Reserved - National Loto Grant - Millstone Skate Ram	9,999.00
Reserved - 2019/20 Match Funding (West View or Dobshill)	20,000.00
Net Balance as at 31 March 2021	57,884.620
VAT Costs for 2020/21 Financial Year	32,016.77

Penyffordd Community Council		Budget Summary 2020/21		
Details of Expenditure	Budget for 2020/21	Current Spend to Date GROSS	Available to Spend to Date	
Parks & Open Spaces				
Gardening Maintenance	£1,000.00	£840.00	£160.00	
Play Leadership	£2,200.00	£871.64	£1,328.36	Not fully utilised due to covid
Dobshill Rent	£5.00	£5.00	£0.00	
Bus Shelter Repairs	£250.00	£0.00	£250.00	
Playing Fields	£50,000.00	£0.00	£50,000.00	Anticipated to be spend by year end
<i>(inc £35,000 held in reserves - Melwood Play Area)</i>				
<i>(inc £10,000 held in reserves - West View or Dobshill)</i>				
Bulbs/Shrubs	£400.00	£31.56	£368.44	
Seat/ Memorial Garden(clock)	£100.00	£0.00	£100.00	
Litter Receptacles/equipment	£150.00	£89.62	£60.38	
Millstone Play Area	£13,601.70	£3,804.00	£9,797.70	New seating to be purchased
<i>(inc £8601.70 held in reserves)</i>				
CCTV	£300.00	£3,154.00	£-2,854.00	Overspend due to damaged camera
Environmental Improvements	£4,000.00	£536.49	£3,463.51	Not fully utilised due to covid
Staff, Admin & Office Costs				
Staffing Costs				
Wages, (inc Employee Pension) HMRC & NI	£22,500.00	£23,578.87	£-1,078.87	
Payroll	£350.00	£316.00	£34.00	
Employer Pension	£4,500.00	£2,512.18	£1,987.82	
Clerks Expenses - Home Allowance & Travel	£1,700.00	£1,601.89	£98.11	
Office Costs				
Postage	£50.00	£88.02	£-38.02	
Stationery	£300.00	£268.21	£31.79	
Office Machinery	£200.00	£237.94	£-37.94	
IT Services & DPO Services	£660.00	£798.00	£-138.00	inc £120 annual payment for zoom
General Administration				
Insurance	£1,800.00	£1,669.73	£130.27	
Civic Service	£250.00	£0.00	£250.00	Not expected to be spent
Audit Fee	£600.00	£524.68	£75.32	
Chairmans Name Board	£150.00	£0.00	£150.00	Updated but was undertaken FOC
Elections	£500.00	£0.00	£500.00	Fees to be charged in 2021/22
Clock Tower	£500.00	£312.00	£188.00	
Annual Subscriptions	£550.00	£867.00	£-317.00	Over budget due to OVW full membership fee
Training	£1,500.00	£454.30	£1,045.70	
Website	£3,200.00	£2,016.00	£1,184.00	Upgrade on website at reduced cost
Members Allowance	£5,000.00	£2,537.00	£2,463.00	Not claimed by all members
Newsletter	£500.00	£0.00	£500.00	
Community Awards	£400.00	£0.00	£400.00	
Council Email Accounts	£1,000.00	£1,080.00	£-80.00	
Street Lighting				
Electrical Supply	£600.00	£470.46	£129.54	
Electrical Testing	£1,500.00	£0.00	£1,500.00	
Repairs & Maintenance	£33,719.60	£1,405.37	£32,314.23	Invoice due early April 21
<i>(Incs £23719.60 held in reserves)</i>				
Christmas Tree/ Lighting	£8,000.00	£5,197.95	£2,802.05	No additional lights purchased
Highways and Footpaths				
Salt Bins	£200.00	£0.00	£200.00	
Noticeboards	£250.00	£476.09	£-226.09	
Footpaths	£2,000.00	£0.00	£2,000.00	Not fully utilised due to covid
Grants/Donations				
Grants	£4,000.00	£2,750.00	£1,250.00	Not fully utilised due to covid
CAB	£300.00	£0.00	£300.00	
Investing in Youth	£5,000.00	£0.00	£5,000.00	Not fully utilised due to covid
Community Buildings				
Community Centre -Youth Club (contingency liability)	£6,350.00	£0.00	£6,350.00	
Budget reduced moved to WMI				
Pyf War Memorial Institute	£12,650.00	£12,650.54	£-0.54	
Community Improvements	£8,153.31	£2,682.05	£5,471.26	Not fully utilised due to covid
<i>(incs £653.31 held in reserves for Portacabin)</i>				
Provision of balance	£5,100.00	£154.78	£4,945.22	
<i>(inc £100 held in reserve Corwen Way - BKCC)</i>				
S106 Money				
Pyf & Pym War Memorial Institute	£139,424.79	£167,347.02	£-27,922.23	(this spend to date incs VAT)
Youth Club - Survey	£10,000.00	£3,000.00	£7,000.00	
	£355,464.40	£244,328.39	£111,136.01	

Finance Committee - Year End 31 March 2021						
Current Acc Bal B/f					£38,913.61	
Date Cashed	Cheque No	Payee	Details	Amount	Uncleared Cheques	
					cancelled on 12/10/20	102196 - Poppy Appeal
					£50.00	102221 - Poppy Appeal
					£50.00	102222 - Poppy Appeal
					502.04	102224 - Hafren Dyfrdwy
					£602.04	Total uncleared
Balance Carried Forward				£38,913.61	£39,515.65 Bank Statement Balance	
Deposit Acc Bal B/f					£114,505.60	
Date	Type	Details		Amount		
				Total		
Balance Carried Forward				£114,505.60	£114,505.60 Bank Statement Balance	
Play Area Acc Bal B/f					£9,797.70	
Date	Type	Details		Amount		
				Total		
Balance Carried Forward				£9,797.70	£9,797.70 Bank Statement Balance	
Total Available Balance of All Accounts				£163,216.91	Total Bank Balance Inc £163,818.95 Uncleared Cheques	

40-16-01 91029770
Community - Peny Comm Council

GBP 39,013.61

Make a payment

Print

Balance details

Recent transactions

Next working day transactions

Statements

01 Apr 2021 CHQ 102224 502.04 39,013.61

19 Mar 2021 BP BRYNBUILD LTD
INV 100757 3,428.21 39,515.65

40-16-01 43035867
Bmm Account - Peny Comm Council

GBP 114,565.60

Make a Transfer

Print

03 Apr 2021 CR C Henrys
Tree 11 JTWinter 30.00 114,535.60

30 Mar 2021 CR ANKERS KA
TREE SPONSOR 30.00 114,505.60

40-16-01 01285645
Community - Penyffo Play

GBP 9,797.70

Make a payment

Print

Balance details

Recent transactions

Next working day transactions

Statements